



EXPRESS PLAN CHECK & Permit Issuance

For your convenience the City of Milpitas provides EXPRESS PLAN CHECK and PERMIT ISSUANCE services for qualifying projects. These services are provided either by appointment or on a “first come first serve” basis. The HOURS for EXPRESS plan checking and permit issuance are:

Monday, Wednesday, Thursday and Friday
Tuesday

8:30 – 4:00 PM
10:00 – 4:00 PM

Express Plan Checking and Permit Issuance is performed in the following steps:

1. Building Inspection Division staff will review plans to determine whether or not they are sufficiently complete to qualify for EXPRESS service. Please refer to the following City handouts for specific plan check submittal requirements:

RESIDENTIAL PLAN REQUIREMENTS & PERMIT INFORMATION and COMMERCIAL/INDUSTRIAL PLAN REQUIREMENTS & PERMIT INFORMATION

2. Reviews by Planning, Engineering and by the Fire Department will be made as needed during the plan check process. Building Inspection Division staff will check the plans over-the-counter for compliance with architectural, structural, mechanical, plumbing and electrical provisions of adopted building codes.
3. Upon approval by all divisions and all departments of the City and payment of required fees, including school impact fees, the requested permit will be issued.

The following criteria will be used to qualify plans for EXPRESS Plan Check and Permit Issuance

1. **RESIDENTIAL PLANS.** The following types of residential projects will generally be accepted for EXPRESS plan checking and permit issuance:
 - q **Addition:** A single story room addition on the ground floor that does not exceed 600 s.f.
 - q **Interior Work:** Interior alterations or modifications that do not require structural changes.
 - q **Garage Conversion:** Alteration of a single-family garage to become living space or any other use.
 - q **Outdoor Spa:** An outdoor spa. However, an electrical pre-site inspection is required.
 - q **Patio Cover:** Patio covers excepting those located on hillside lots.
 - q **New Roof Framing Over Existing Roof:** New roof framing that does not involve major structural work.
 - q **Other Minor Work:** Other minor work such deemed suitable by the plans examiner for EXPRESS plan checking.
 - q **Other requirements:**
 - § Certain hillside construction projects requiring Planning Commission and/or City Council approval are not eligible for express service. Once the commission or council has taken action, however, the project may become eligible for express service.
 - § If the application requires special Planning, Engineering or Fire Department review, it may not be checked by the EXPRESS method.

2. COMMERCIAL and INDUSTRIAL PLANS.

- q **Office Space.** Interior modifications and alterations of office space 4,000 s.f. or less.
- q **Retail Sales.** Interior modifications or alterations for retail spaces 1,500 s.f. or less.
- q **Industrial Uses.** Interior modifications or alterations for industrial spaces less than 5,000 s.f. when such areas do not involve storage or use of hazardous materials.
- q **Other requirements.** To meet criteria for EXPRESS plan checking and permit issuance, projects shall be limited to those that:
 - § Do not involve the storage or use of hazardous materials in any amount in the tenant space
 - § Contain no provisions to alter the structural system of the building such as openings into load bearing walls or into shear walls, changes to floor structural system, etc.
 - § Do not provide for alterations or modifications to fire-resistive construction or the exiting system
 - § Do not involve extensive structural design and/or calculations
 - § Are not related to any type of food sales, restaurants or other food facilities
 - § Do not require approval of any Santa Clara County Agency such as the Health Department
